

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LABORATORY ASSISTANT

DEFINITION:

Under immediate supervision, to prepare laboratory glassware and media for use in chemical and microbiological analyses; and to perform a variety of routine laboratory support tasks.

*** EXAMPLES OF DUTIES:**

- Washes, prepares, and sterilizes laboratory glassware and equipment for use in chemical and microbiological analyses;
- Operates autoclave and drying ovens in sterilizing glassware;
- Follows simple formulas and measures chemicals in preparing routine media;
- Uses automatic pipette machine;
- Dispenses media in test tubes in proper amounts;
- Maintains laboratory in clean and orderly condition;
- Maintains logs;
- Loads and unloads trucks with glassware and laboratory materials;
- Performs duties similar in scope and complexity.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.